



**MISSOURI  
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DIRECTOR

July 21, 2006

**MEMORANDUM FOR ST. LOUIS AREA EMPLOYEES**

**FROM:** Deborah E. Scott, Deputy Director

As a result of the July 19 storm and weather related conditions in the St. Louis region, Department of Social Services offices that did not have power and/or air conditioning closed at 12 p.m. on July 20, 2006 after assessments were completed of existing conditions and service needs. Available, essential personnel were routed to alternate office locations.

The following offices continue to be without power and will remain closed on July 21, 2006. Notices are posted on doors of these offices directing clients to alternative offices.

Locations of closed offices for July 21 include:

- Jennings Service Center at 8501 Lucas and Hunt Streets
- South Service Center at 7545 South Lindbergh
- South Broadway - 6821 South Broadway
- Midtown – 3545 Lindell Blvd.

Employees in offices that are closed will receive administrative leave for July 20 and July 21. (The exception to this is for staff that had planned annual or sick leave for these dates; their absences will continue to be charged to their leave balances).

The only staff members expected to work during office closure are essential service personnel as designated by the division director. Essential employees from closed offices that work any period of time on July 20 or July 21 in alternate locations will be granted compensatory time for time worked on these dates.

We thank all employees who are able to work for your "above and beyond attitude" and your dedication to serving the public. Thank you for all you are doing during this emergency.